

C O N F I D E N T I A L

FE FIELD DISPATCH NO. 90-23

COMMUNICATIONS

DATE 23 December 1963

TO : All FE Stations and Bases
FROM : Acting Chief, Far East Division
SUBJECT: Reduction of Cable Traffic

ACTION : Control and reduce **cables as specified below** 25X1

SUMMARY: This FE Field Dispatch outlines the problem resulting from increase in non-readability and volume of cable traffic. It requires Chiefs of Stations & Bases and all personnel concerned to control and restrict cables to essential traffic.

1. Headquarters wishes to point out a major problem which is of primary concern to Chief, Technological advances 25X1 and a series of fast moving situations have largely contributed to a change in the basic philosophy regarding cable use. This philosophy has created critical management problems in terms of efficiency and conservation of professional manpower, and has reached the congestion point regarding the ability of communications personnel to handle and of staff personnel to consume the traffic. Specifics are the readability and the volume of cables.

a. Originators no longer adhere to honored guides of brevity, clarity and completeness but use phrases for words and paragraphs for sentences. This verbosity results in loose construction which obscures meaning frequently to the point of ambiguity. Corrective action obviously is to use tersely written, good, basic English.

b. The volume of FE Division cables has increased 72 percent during the last two years. This increase results from many factors, chiefly, loose self-discipline, misuse of cables and teletape, and inadequate advance planning. Since cables are easier

GROUP I

**EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION**

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to prepare, and on the basis of a mistaken belief that cables solve all problems including urgency, high-level distribution, and action, originators use cables instead of teletapes and teletapes in preference to pouches. The result is a cable generates cables, and situations tend to be handled on the basis of expediency in lieu of thoughtful, reasoned preparation which should have been done originally. Administrative/support, including air, matters are primary culprits with spill over in operational correspondence. The solution is the insistence on self-discipline and the handling of each piece of correspondence individually, with preference given to use of pouched dispatch facilities.

2. Headquarters is taking action on paragraphs 1.a. and 1.b. above, to clear its own skirts. We require your immediate cooperation in these areas, using methods you deem best to control the problem. Further, effective on receipt, cables are henceforth prohibited for administrative/support matters except when the need warrants, and stations having teletape are to restrict such traffic to operational, priority administrative/support and intelligence reports. You are to eliminate Headquarters as information addressee from cables between FE Field Stations where no Headquarters awareness is immediately required. (See: FE Field Dispatch No. 110-36 which relieves addressees of the burden of pouching cables to Headquarters, since, per para 42 of FHB 90-400-1, [] forwards to Headquarters by pouch all cables not addressed to Headquarters. These cables are available for review by interested Headquarters components in the Cable Reference Library.) Also apply stringently the criteria of perishability, significance, and the question of marginal interest when deciding to transmit intelligence reports electrically. This is not meant to discourage use of cables to transmit intelligence reports. Finally, Headquarters will monitor cable traffic and advise of specific instances of non-compliance. Separate cover attachment will advise certain stations on procedures regarding their special situations.

Attachment:

U/S/C - Certain Stations

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| | | | |
|-------------------------|-----------------|----------------------|------------------------|
| TRANSMITTAL SLIP | | D. | 16 JAN 1984 |
| TO: | | <i>NPIG/ASSI/OPS</i> | |
| ROOM NO. | BUILDING | | |
| REMARKS: | | | |
| X | | | |
| FROM: | | | |
| ROOM NO. | BUILDING | | |
| | | | |

25X1

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OPERATIONS STAFF ROUTING

FROM:

DATE: 17 Jan 64

25X1

| Sequence | Unit | INITIAL |
|----------|-------------------|----------------|
| | Chief, Ops Staff | |
| | | |
| ① | Dep/Ch, Ops Staff | |
| | | |
| ② | Chief, OCB | Co [Signature] |
| | | |
| | Chief, BB | |
| | | |
| | Chief, PAB | |
| | | |
| | Chief, SB/PAG | |
| | | |
| ③ | None | |

REMARKS:

File:
Macellanone Cable

NPIC/FM-145(4-63)